

PROPOSER'S DOCUMENT SUBMISSION CHECK LIST
RFP 0000002127
UTILITY BILL AUDIT SERVICES

	REQUIRED DOCUMENTS
	PROPOSERS ARE REQUIRED TO SUBMIT AT TOTAL OF EIGHT (8) COPIES (ONE CLEARLY MARKED BOUND ORIGINAL AND SIX CLEARLY MARKED BOUND COPIES AND ONE CLEARLY MARKED UNBOUND COPY) IN THE FOLLOWING SEQUENCE:
	SIGNED COPY OF THE PROPOSAL COVER LETTER
	TABLE OF CONTENTS LISTING PAGE NUMBERS FOR EACH SECTION
	A SIGNED COPY OF THE FIRST PAGE OF THE RFP (INVITATION TO BID) ALONG WITH ALL OF THE OTHER PAGES FOR RFP (INVITATION TO BID), AND A SIGNED COPY OF THE BINDING SIGNATURES PAGE FOR REQUESTS FOR PROPOSAL. MANUAL SIGNATURES ONLY. NO FACSIMILES.
	SIGNED COPIES OF ALL APPLICABLE ADDENDUMS
	SIGNED AND NOTARIZED COPIES OF EBE FORMS A AND B (IF APPLICABLE)
	SIGNED COPY OF THE DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION.
	INFORMATION REQUESTED IN SECTION 1.3 – PROPOSAL PROJECT TEAM QUALIFICATIONS AND EXPERIENCE.
	PROPOSER'S AUDIT APPROACH TO INCLUDE PERIOD OF REVIEW, AND ANTICIPATED TIMELINE,
	NOTE: EIGHT (8) COPIES OF THE COST PROPOSAL – ATTACHMENT A (ONE CLEARLY MARKED ORIGINAL AND SEVEN CLEARLY MARKED COPIES) SHALL BE SUBMITTED IN A SINGLE, SEALED ENVELOPE THAT IS CLEARLY MARKED WITH "COST PROPOSAL – RFP 2003, SC FOR UTILITY BIDD AUDIT SERVICES, AND THE PROPOSERS NAME, SIGNATURE AND DATE).

REF: CHKLSTRFP2127

PLEASE NOTE THAT THE INFORMATION BEING REQUESTED IS MATERIAL TO THE NATURE OF THIS PROPOSAL. FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL IN THE SEQUENCE REQUESTED HEREIN MAY RESULT IN YOUR PROPOSAL BEING DEEMED NON-RESPONSIVE. PLEASE MAKE SURE THAT THE DOCUMENTS YOU SUBMIT WITH YOUR PROPOSAL FULFILL ALL OF THE REQUIREMENTS SET FORTH IN THE PROPOSAL'S SCOPE OF SERVICES AND THE RFP (INVITATION TO BID).